



**Stockton-on-Tees**  
BOROUGH COUNCIL

**Guidance And Information  
Relating To  
The Licensing Act 2003**

Trading Standards & Licensing  
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These guidance notes are not an authoritative interpretation of the law and are intended for guidance only.

You are advised that these guidance notes should be read in conjunction with our Licensing Act Policy.

A copy of the Licensing Act Policy is available to download from our website at [www.tradingstandards.gov.uk/stockton](http://www.tradingstandards.gov.uk/stockton)

Application forms submitted in person should be returned to the Customer Service Centre, Stockton Central Library, Church Road, Stockton on Tees

Postal application forms should be returned to Trading Standards & Licensing, PO Box 232, 16 Church Road, Stockton on Tees TS18 1XD with the appropriate fee. Cheques should be payable to "Stockton on Tees Borough Council"



## Premises Licences

A Premises Licence is a licence that is granted to authorise the premises to be used for "licensable activities" namely the sale of alcohol or the provision or regulated entertainment or late night refreshment.

### What Is Regulated Entertainment?

Subject to conditions, definitions and exemptions, descriptions of entertainment to be regulated by the 2003 Act include:

- A performance of play
- An exhibition of a film
- An indoor sporting event
- A performance of live music
- Any playing of recorded music
- A performance of dance

(This list is not exhaustive)

### What Is Late Night Refreshment?

The provision of late night refreshment means the supply of hot food or hot drink to the public, for consumption on or off the premises between 11pm and 5am or the supply of hot food or hot drink to any persons between those hours on or from premises to which the public has access.

### Who Can Apply For A Premises Licence?

Any individual or business proposing to carry on a business involving licensable activities on the premises who is aged at least 18. Recognised clubs, charities, a proprietor of educational establishments, health service bodies and a chief officer of police may also apply for a premise licence.

### The Application Process

An application for a premises licence must be made to the licensing authority for the area in which the premises exist. To make an application the following must be submitted:

- A completed application form;
- An operating schedule;
- A plan of the premises;
- If alcohol is to be sold, the name of the Designated Premises Supervisor;
- The prescribed fee.

The applicant must also ensure that copies of the application are submitted to responsible authorities, which are:

- The Chief Officer of Police;
- The Fire Authority;
- The Health & Environment Unit;
- The Planning & Environment Unit;
- Trading Standards Service
- The First Contact Unit, Health & Social Care

### **What Is A Designated Premises Supervisor?**

All premises licence authorising the sale and supply of alcohol must have an identified personal licence holder known as the Designated Premises Supervisor.

This ensures there is always one specified individual who can be easily identified at a premises where a premises licence is in force. The person will be responsible for the day-to-day running of the premises.

### **What Is An Operating Schedule?**

The operating schedule is a document, which the applicant sets out various details on how the premises are proposed to operate when carrying on licensable activities. It must include the following information:

- The licensable activities to be carried out;
- The proposed hours that the relevant licensable activities are to take place;
- Any other times that the premises are to be open to the public;
- The name and address of the Designated Premises Supervisor if the licensable activities include the supply of alcohol;
- Where alcohol is to be supplied, whether the supplies are proposed to be for consumption on and/or off the premises;
- A statement of the steps the applicant proposed to take to promote the licensing objectives;
- Where the licence is for a limited period, that period

The significance of the operating schedule is that if the application for the premises licence is granted, it will be incorporated into the licence itself and will set out the permitted activities and any limitations.

### **Advertising Applications**

All applicants must publicise their applications to bring the matter to the attention of interested parties.

To advertise the application, the applicant must clearly display a Notice of a size equal or larger than A4 (on pale blue paper) printed legibly in black ink or typed in black in a font size equal to or larger than size 16. This should be immediately on or outside the premises for a period of no less than twenty eight consecutive days starting on the day following the day on which the application was submitted to the licensing authority and during which time interested parties may make representations.

The notice should clearly display a brief summary of the application setting out matters such as the proposed licensable activities and the proposed hours of opening, together with information about where the details of the application may be viewed.

A Newspaper advertisement must also be placed in the local media, for details of requirements see "Requirement for Newspaper Advertisement"

## **Representations**

A hearing on an application will only occur where objections or representations from interested parties or responsible authorities are received.

- Interested parties are businesses or residents in the vicinity of the premises and people representing businesses or residents.
- Responsible authorities are:
  - The Chief Officer of Police;
  - The Fire Authority;
  - The Health & Environment Unit;
  - The Planning & Environment Unit;
  - Trading Standards Service
  - The First Contact Unit, Health & Social Care

Where no objections or relevant representations are made by responsible authorities or interested parties the licensing authority must grant the licence application subject only to the mandatory conditions and the operating schedule.

If relevant representations are received, the licensing authority must hold a hearing and consider the representations. This may result in:

- The rejection of the application;
- The refusal to accept a Designated Premises Supervisor (if the licensable activities relate to the supply of alcohol);
- The attachment of conditions to the licence if this is necessary for the promotion of one or more of the licensing objectives.

A hearing will be held if there is a request for a review of the licence or the police close the premises. At the hearing the licensing authority will review the licence and consider whether to amend the licence or any conditions. (See "Format For Notice For Display on Premises")

## **Variations To A Premises Licence**

A premises licence holder may apply to the licensing authority to vary their licence. Variation could include the opening times of the premises, or even changes to the physical shape of the premises covered by the licence. More probably, it will relate to the licensable activities of the licence or conditions attached to the licence.

## Club Premises Certificate

The Licensing Act 2003 recognises that volunteer and social clubs give rise to different issues for licensing law than commercially run premises selling direct to the public. These clubs (such as rugby clubs, cricket clubs, working men's clubs etc) are organisations where members join together for particular social, sporting or political purpose and then combine to purchase alcohol for its members. The clubs carry on activities from premises to which public access is restricted and alcohol is supplied other than for profit.

For these reasons the 2003 Act recognises that clubs deserve special treatment outside the normal premises licence arrangements.

The grant of a club premises certificate means that a club is entitled to certain benefits, which included the authority to supply alcohol to its members and sell it to guest without the need for any member or employee to hold a personal licence, and the absence of a requirement to specify a designated premises supervisor.

### Definition Of A Qualifying Club

To be classified as a qualifying club in relation to a qualifying club activity, a number of general conditions must be met:

- There must be an interval of at least two days between a member's nomination/application for membership and their admission.
- The club must be established and conducted in "good faith" (this involves consideration of details such as club finances).
- That the club has at least 25 members.
- That alcohol is not supplied or intended to be supplied to members on the premises otherwise than by or on behalf of the club itself.

### What If My Club Doesn't Meet The Requirements?

If a club does not meet the conditions to be classified as a qualifying club it must apply for a premises licence. It is for the club to determine whether the activities it wishes to undertake would be better served by a premises licence. In some circumstance a qualifying club may decide that it wishes to have both types of authorisation.

### The Application Process

An application for a premises licence must be made to the licensing authority for the area in which the premises exist. To make an application the following must be submitted:

- A completed application form;
- An operating schedule;
- A plan of the premises;
- A copy of the club rules;
- The prescribed fee

The applicant must also ensure that copies are submitted to the responsible authorities which are:

- The Chief Officer of Police;
- The Fire Authority;
- The Health & Environment Unit;
- The Planning & Environment Unit;
- Trading Standards Service
- The First Contact Unit, Health & Social Care

(Please refer to "Contact Details of Responsible Authorities")

### **What Is An Operating Schedule?**

The operating schedule is a document, which the applicant set out various details on how the club is proposed to operate when carrying on licensable activities. It must include the following information:

- The qualifying club activities to which the application relates;
- The proposed hours that the relevant licensable activities are to take place;
- Any other times that the premises are to be open to the public;
- Where alcohol is to be supplied, whether the supplies are proposed to be for consumption on and/or off the premises;
- A statement of the steps the applicant proposed to take to promote the licensing objectives;
- Where the licence is for a limited period, that period.

The significance of the operating schedule is that if the application for the club premises certificate is granted, it will be incorporated into the licence itself and will set out the permitted activities and the limitation of them.

### **Advertising Applications**

All applicants must publicise their applications to bring the matter to the attention of interested parties.

To advertise the application, the applicant must clearly display a Notice of a size equal or larger than A4 (on pale blue paper) printed legibly in black ink or typed in black in a font size equal to or larger than size 16. This should be immediately on or outside the premises for a period of no less than twenty eight consecutive days starting on the day following the day on which the application was submitted to the licensing authority and during which time interested parties may make representations.

The notice should clearly display a brief summary of the application setting out matters such as the proposed licensable activities and the proposed hours of opening, together with information about where the details of the application may be viewed. (See "Format For Notice For Display on Premises")

A Newspaper advertisement must also be placed in the local media, for details of requirements see "Requirements for Newspaper Advertisement"

## **Representations**

Hearing on an application will only occur where objections or representations from interested parties or responsible authorities are received.

Where no objections or relevant representations are made by responsible authorities or interested parties the licensing authority must grant the licence application subject only to the mandatory conditions and such other conditions as are consistent with the operating schedule.

If relevant representations are received, the licensing authority must hold a hearing and consider the representations. This may result in:

- The rejection of the application; or
- The attachment of conditions to the licence if this is necessary for the promotion of one or more of the licensing objectives; or
- The exclusion of a licensable activity.

If there are complaints or the police close the premises the licensing authority will review the licence and hold a hearing to consider whether to amend the licence or any conditions.

## **Variations To A Licence**

A club premises certificate holder may apply to the licensing authority to vary their licence. Variation could include the opening times of the premises, or even changes to the physical shape of the premises covered by the licence. More probably, it will relate to the licensable activities of the licence or conditions attached to the licence.

## Variations, Representations & Appeals For Premises Licences & Club Premises Certificates

Any reference in this guidance note to a premises licence includes a club premises certificate.

A premises licence holder may apply to the licensing authority to vary their licence. Variations could include alterations to the opening times of the premises or changes to the physical shape of the premises covered by the licence. More probably, it will relate to the licensable activities of the licence or conditions attached to the licence.

### Applications

An individual or business who makes an application for the conversion of their existing liquor licence may at the same time apply for a variation of the newly converted premises licence.

An application to vary a premises licence must be made to the relevant licensing authority and must include the following:

- A completed application form;
- An operating schedule;
- A plan of the premises;
- If alcohol is to be sold, the name of Designated Premises Supervisor must be supplied (unless it is a qualifying club, which is exempt);
- The prescribed fee.

The operating schedule must also include details of all licensable activities, which will, if the licence is granted take place at the premises.

Applicants must send copies of applications to responsible authorities and advertise their application for the benefit of interested parties. Responsible authorities are:

- The Chief Officer of Police;
- The Fire Authority;
- The Health & Environment Unit;
- The Planning & Environment Unit;
- Trading Standards Service
- The First Contact Unit, Health & Social Care

(Please refer to "Contact Details For Responsible Authorities")

Applicants must also advertise their application for the benefit of interested parties. Interested parties are:

- Businesses or residents in the vicinity of the premises; and
- People representing businesses or residents.

## **Advertising Applications**

To advertise the application, the applicant must clearly display a Notice of a size equal or larger than A4 (on pale blue paper) printed legibly in black ink or typed in black in a font size equal to or larger than size 16. This should be immediately on or outside the premises for a period of no less than twenty eight consecutive days starting on the day following the day on which the application was submitted to the licensing authority and during which time interested parties may make representations.

The notice should clearly display a brief summary of the application setting out matters such as the proposed licensable activities and the proposed hours of opening, together with information about where the details of the application may be viewed. (See "Format For Notice For Display on Premises")

A Newspaper advertisement must also be placed in the local media, for details of requirements see "Requirements for Newspaper Advertisement"

## **Representations**

If there are no relevant representation by either a responsible authority or an interested party, the application must be granted without the need for a hearing.

If a relevant representation is made, there must be a hearing. The Licensing Sub-Committee will then consider the representations. The Licensing Sub-Committee may;

- Vary the licence in the accordance with the application
- Refuse to vary the licence

Where there is a request for a review of the licence from a responsible authority or interested party, the licensing authority may hold a hearing. In the case of a review, the Licensing Sub-Committee may;

- Modify conditions (which can be for a temporary basis for up to 3 months);
- Exclude any activity (which can be for a temporary basis for up to 3 months)
- Remove the Designated Premises Supervisor (this is not applicable to Club Premises Certificate holders);
- Suspend the licence (for a maximum of 3 months);
- Revoke the licence

The licensing authority may not do anything to reduce the rights guaranteed under the application to convert the existing licence(s) authorisations to a new premises licence. So, for example, it could not reduce the hours of trading to less than the permitted hours under the Licensing Act 1964.

Where the licensing authority fails to make a decision in respect of an application to convert a premises licence from the existing licence(s) under the "grandfather right" arrangements within 2 months from receipt of an application which fulfils the requirements of the Act and Guidance by the licensing authority the application will be deemed to have been refused.

## Appeals

A right of appeal to the Magistrates Court is provided for the applicant against a decision by the licensing authority not to vary the new licence. The court can:

- Dismiss the appeal;
- Substitute any alternative decision which the Council could have made;
- Send back the case to the local authority with directions to deal with it.

If the Licensing Authority revokes a licence, it will have no effect until the time limit for appeal ends or the appeal is determined by the court.

Appeals can, in some circumstances, be made by an objector.

Appeals must be lodged within 21 days of notification of the decision.

## Format For Notice For Display on Premises

### Notice Of Application For Grant Of A Premises Licence/Club Premises Certificate

I/We (Enter Name of Applicant)

Do hereby give notice that I/We have applied to the Licensing Authority at Stockton on Tees Borough Council for the Grant of A \*Premises Licence/Club Premises Certificate (\*Delete as appropriate) at (Insert postal address of premises) and known as (Insert Trading Name of premises)

The application is to: (Insert brief description of variation)

Interested parties or responsible authorities wishing to oppose the application must give notice in writing to

The Trading Standards & Licensing Manager, PO Box 232,

16 Church Road, Stockton on Tees. TS18 1XD by (Enter date 28 days from day after submission)

It is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the Licensing Act 2003 to make a false statement in or in connection with this application.

The record of this application may be inspected Monday to Friday (except Bank Holidays) at the Trading Standard & Licensing Office at the above address between the hours of 9.00am to 4.00pm or on the worldwide web at <http://tradingstandards.gov.uk/stockton>

**Note:**

This application must be completed on the day after which the application is made, printed on pale blue paper, minimum font size 16 and must be exhibited on a conspicuous part of the premises where it can easily be seen and read by persons in the street even when the premises is closed. This notice must be kept exhibited for not less than 28 days.

## **Licensing Act 2003 Requirements For Newspaper Advertisement**

Within ten working days starting on the day after your application a notice advertising the application must be published in a local newspaper, which circulates in the locality. e.g. Evening Gazette, Herald & Post, Northern Echo.

The advertisement must include the following information:

- The name of the applicant or club
- The postal address of the premises (or if none a description to identify the location)
- The date by which representations must be made
- For new applications – the licensable activities or qualifying club activities
- For Variations – the proposed variation
- For Provisional Statements – the licensable activities where known and the following statement “The Right To Make Representations Will be Restricted When the Subsequent Premises Licence Application Is Made”
- The following statements:

“Interested parties or responsible authorities wishing to oppose the application must give notice in writing to: Trading Standards & Licensing Manager, Stockton on Tees Borough Council, PO Box 232, 16 Church Road, Stockton on Tees. TS18 1XD”

“It is an offence, liable on conviction to a fine up to level 5 on the standard scale, under Section 158 of the Licensing Act 2003 to make a false statement in or in connection with this application”

“The record of this application may be inspected Monday to Friday (except Bank Holidays) at the offices of Stockton on Tees Borough Council, Trading Standards & Licensing, PO Box 232, 16 Church Road, Stockton on Tees. TS18 1XD between the hours of 9.00am and 4.00pm or on the worldwide web at <http://www.tradingstandards.gov.uk/stockton>”

When the notice has appeared in the newspaper a copy of the relevant page must be sent to Trading Standards & Licensing.

## Minor Variations

### General Information

The minor variations application procedure is a simpler, faster and cheaper way of making small changes to a premises licence that will not adversely affect that premises' ability to promote the licensing objectives (i.e. to prevent crime & disorder, maintain public safety, prevent public nuisance and protect children from harm).

### Minor variations can be used to:

- make small changes to the licensed times for permitted activities, or add new activities to the licence;
- make small changes to the layout of the premises;
- revise, remove and add conditions to the licence;
- make changes to the opening hours (i.e. the times when the premises may open without engaging in any licensable activities – for example, a pub opening in the morning to sell breakfasts, but not alcohol).

as long as the proposed changes will not have an adverse impact on the licensing objectives.

### Minor variations cannot be used to:

- extend a time limited licence beyond its expiry date;
- make substantial changes to the nature of licensed premises;
- change the designated premises supervisor;
- authorise the supply of alcohol from the premises for the first time;
- increase the existing hours for the supply of alcohol;
- authorise the supply of alcohol between 11pm and 7am;
- remove the requirement for a designated premises supervisor at community premises;
- make any changes to the licence which will have an adverse effect on the licensing objectives.

### Applying to make a minor variation

Your completed minor variation application form, containing full details of any changes that you are seeking to make to your licence, must be submitted to the Licensing Section at the address below, accompanied by:

- All of the pages of your current Premises Licence & Premises Licence Summary
- An amended plan (only if your application seeks to make any changes to the layout of the premises)
- Payment of the application fee (cheques should be made payable to 'Stockton on Tees Borough Council') An application will not be considered as valid or complete until such time as this fee has been paid.

You must publicise your application by displaying a statutory notice at or near the premises for a period of 10 working days, after making your application.

Licensing officers will consult with certain statutory bodies as may be relevant to your application, and will take into account any relevant representations received from those bodies, or from any local residents or businesses in the vicinity of your premises. Your application will only be granted if it is considered that the proposed variations, both individually and cumulatively, will not adversely affect the licensing objectives.

Alterations and/or amendments cannot be made to a minor variation application during the consultation process. You are advised to discuss your proposed variation with the appropriate responsible authorities before submitting your application.

A decision must be made within 15 working days of receiving an application. If a decision is not made within this period, your application will be deemed to be refused, and you will be entitled to a refund of the fee paid.

## Regulated Entertainment

Under the Licensing Act 2003, the operating schedule for the premises must detail all regulated entertainment to be carried on at the premises. If regulated entertainment is not included in the operating schedule any such entertainment carried on at the premises will be in breach of the Licence.

### What Is Regulated Entertainment?

Regulated entertainment covers the provision of entertainment or of entertainment facilities. The descriptions of entertainment in the Licensing Act are:

- the performance of play
- an exhibition of a film
- an indoor sporting event
- boxing or wrestling entertainment
- a performance of live music
- any playing of recorded music
- a performance of dance
- or entertainment of a similar description to live music, recorded music or dance

(This list is not exhaustive)

In order for the provision of entertainment or entertainment facilities to be regulated, the entertainment or entertainment facilities must be provided:

- for members of the public or a section for the public; or
- for members of a regulated club of their guests; or
- at a charge with the intention of making a profit

### How Do I Obtain A Licence To Provide Entertainment

Unless temporary entertainment is being provided (under the provision of a Temporary Event Notice) or the entertainment location is exempt under the Licensing Act, it will be necessary to apply for a premises licence or club premises certificate from the relevant licensing authority.

In order to apply for a premises licence, or club premises certificate an application must be completed and be accompanied by, an operating schedule, a plan of the premises and, if the application is for a premises licence which includes authorisation for the supply of alcohol, a form of consent given by the individual whom the applicant wish to have specified in the premises licence as the Designated Premises Supervisor.

## Exemptions

There are a number of exemptions from the requirement of a premises licence when providing regulated entertainment. However, one should note that if alcohol is to be supplied, or late night refreshment provided, a licence would be required for those activities. The main exemptions are as follows:

- Regulated entertainment in places of public religious worship.
- Morris dancing (or similar), or a performance of unamplified live music as an integral part of such dancing.
- Incidental music – the performance of live music or the playing or recorded music if it is incidental to some other activity.
- Garden fetes – or similar, if not being promoted or held for the purpose of private gain.
- Film exhibitions for the purposes of advertisement, information, education etc – if the sole or main purpose of the exhibition of a film is to demonstrate any produce; advertise any goods or services, or provide information, education or instruction.
- Television or radio broadcasts – as long as the music is live and simultaneous (showing pre-recorded entertainment would require a licence).
- Vehicles in motion – at a time when the vehicle is not permanently or temporarily parked.
- Small events in licensed premises – Section 177

### Section 177 – Small Events In Licensed Premises

The Government believes that the “two-in-a-bar rule” encouraged public houses to put on only one or two entertainers all night, or face the full cost of a public entertainment licence, which is extremely limiting. The Licensing Act aims to remove the disincentive and provide for all kinds of live music to be on equal footing whether one, two, five or ten performers are involved.

Section 177 of the Act – Small events in licensed premises, states that in certain circumstances any licensing conditions imposed by the licensing authority relating to the provision of the music entertainment will be suspended:

- If the premises is primarily used for the consumption of alcohol on the premises (i.e. a pub) and
- If the premises is providing musical entertainment (dance or live amplified or unamplified music) and
- The premises has a permitted capacity of not more than 200 people.

Except where the conditions were imposed on the ground of public safety or the prevention of crime and disorder.

If it is any other premises, **providing the music is live and unamplified**, the local authority's imposed conditions are suspended where:

- The premises licence allows the provision of musical entertainment and
- The premises has a permitted capacity of not more than 200 people and
- It is between 8am and midnight and
- The premises are not being used to provide any other description of regulated entertainment.

The exemption for small events in licensed premises can be removed in relation to any condition of a premises licence or club premises certificate following a review of the licence or certificate.

## Designated Premises Supervisors

A Designated Premises Supervisor (DPS) is the person identified on the premises licence as the person who supervises the premises. Any premises where alcohol is supplied under a premises licence **must** have a DPS. They will be named in the premises licence, a summary of which must be displayed on the premises.

The DPS will not necessarily be the premises licence holder, although this may sometimes be the case. They will be the point of contact for the premises at all times for licensing authorities, or the police or fire services if problems occur at the premises.

Any application for a premises licence must also include a form of consent given by the individual whom the applicant wishes to have specified in the premises licence as the DPS.

### **Does The Designated Premises Supervisor (DPS) Have To Be On The Premises At All Times When Alcohol Is Being Sold?**

No, in some cases this will not physically be possible. However, it will be expected that the DPS will spend a significant amount of time on the premises. It is essential that the DPS is contactable at all times, particularly when problems arise on the premises.

A personal licence holder can supervise or authorise the sale of alcohol. Any premises at which alcohol is sold or supplied may employ more than one personal licence holder. For example, there may be members of staff who hold personal licences as well as the owner or senior manager.

The Act and Guidance requires DPS's and personal licence holders to have responsibility for the sale and supply of alcohol because of its impact on the wider community and on crime and anti-social behaviour, as this carries with it greater responsibility than that associated with the provision of regulated entertainment and late night refreshment. A personal licence holder can supervise the sale of and authorise such sales and supplies.

### **Can Anyone Object To A Person Who Is Specified As A Designated Premises Supervisor (DPS)?**

Only the Chief Officer of Police will be able to make representations about the specification of any DPS if he feels, in the exceptional circumstances of the case, that the crime prevention objective could be undermined by that specification. This could include fears that the DPS would not be able to fulfil the responsibilities in respect of the crime prevention objective for more than one premises at the same time. Where the Chief Officer of Police makes representations about the DPS, the licensing authority must hold a hearing to consider them (unless all parties agree that this is unnecessary). As a result of the consideration of the representations, the licensing authority may refuse to specify the DPS if it considers it necessary for the promotion of the crime prevention objective to do so.

## **Can There Be More Than One Designated Premises Supervisor (DPS) At The Same Premises?**

The Act and Guidance specify that there may only be one DPS for any premises.

## **What happens if the designated premises supervisor (DPS) leaves his employment, notifies the licensing authority, but does not tell the premises licence holder?**

The DPS must inform the relevant licensing authority if he or she wishes to be removed as DPS. Within 48 hours of the notice being given to the licensing authority, the individual must also give the premises licence holder a copy of the notice sent to the licensing authority. The DPS must also send a notice directing the licence holder to send to the relevant licensing authority the premises licence or if that is not practicable, a statement of the reasons for the failure to provide the licence within 14 days of receiving the notice.

If the holder fails to comply with the direction he will commit an offence.

## **Can I Apply For A Premises Licence During Transition If The Person I Have Named As The DPS Has Not Yet Obtained Their Personal Licence Under The New Regime?**

Yes. You do not have to hold a personal licence when you are named as DPS during transition. However, if the person named as DPS does not have a personal licence by the second appointed day you will be in breach of the conditions of the premises licence and you will not be able to sell alcohol.

## **Can I Be A Designated Premise Supervisor(DPS) At More Than One Premises At The Same Time?**

Yes. The only requirement for being a DPS is that the individual concerned must be the holder of a personal licence. This ensures that where the activities concern the supply of alcohol there is a person who supervises the premises who has an understanding of the social issues, potential problems associated with the sale of alcohol and who is responsible for licensable activities at the premises. However, the DPS has responsibility for the running of the premises and should be able to attend the premises at the request of a responsible authority.

## **How Do You Change The Details Of A DPS?**

Where a designated premises supervisor is to be newly specified, the normal procedure is for the premises licence holder to notify the police of this. The whole premises licence does not have to be provided for the amendment. An Application to Vary a premises licence to specify a Designated Premises Supervisor should be used for this purpose.

## The Provision Of Late Night Refreshment

Premises which serve late night refreshment must be licensed.

### What Is Late Night Refreshment?

Late night refreshment means the supply of hot food or hot drink to the public, for consumption on or off the premises, between 11pm and 5.00am, or the supply of hot food or hot drink to any persons between those hours on or from premises to which the public has access.

Food or drink is "hot" for the purposes of the Act if it is heated above ambient air temperature on the premises or elsewhere before it is supplied; or if it may be heated on the premises for this purpose after it is supplied.

### Applications

To be authorised to provide late night refreshment, an application for a premises licence must be made to the licensing authority. To make an application the following must be submitted:

- a completed application form;
- an operating schedule;
- a plan of the premises;
- the prescribed fee.

### What Is An Operating Schedule?

The operating schedule is a document in which the applicant sets out various details of the premises and the proposed licensable activities. It must include the following information:

- the licensable activities to be carried out;
- the proposed hours that the licensable activities are to take place;
- the proposed hours that the premises are to be open to the public;
- a statement of the steps the applicant proposes to take to promote the four licensing objectives
- details of the Designated Premises Supervisor if alcohol is to be sold;
- where a licence is for a limited period, that period.

The significance of the operating schedule is that if the application for the premises licence is granted, it will be incorporated into the licence itself and will set out the permitted activities and the limitations of them.

## **What Are The Four Licensing Objectives?**

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance;
- The protection of children from harm.

## **Late Night Refreshment Exemptions**

There are some instances where the provision of hot food and hot drink do not need to be licensed under the Act. These are:

- Hot drink consisting of, or containing alcohol (although a premise licence will still be required for the supply of alcohol);
- Hot drink distributed by means of a vending machine where the payment for the hot drink is inserted into the machine by a member of the public and the hot drink is supplied directly by the machine to the member of the public (this exemption does not apply to hot food)
- Hot food or hot drinks supplied free of charge, where there is also no charge for admission to any premises, or for some other item to obtain the hot food or hot drink;
- Hot food or hot drink supplied by a registered charity or by a person authorised by a registered charity;
- Hot food or hot drink supplied on a vehicle, which is not permanently or temporarily parked at the time.

Supplies of hot food or hot drink are also exempt when the premises are used exclusively for:

- guests of hotels or similar premises – that is guest houses, lodging houses, hostels, caravan or camping sites other premises supplying accommodation as their main purpose;
- members of recognised clubs and their guests;
- employees of a particular employer and their guests – for example, where refreshment is made available to employees whose shift patterns require them to be present at the workplace between 11pm and 5am;
- a person who is engaged in a particular profession or who follows a particular vocation - for example a tradesman carrying out work at particular premises.

**I Am The Owner Of A Late Night Take-Away Shop. I've Never Needed A Licence Before, Will I Need One Now?**

Yes. The Act is going to regulate licensing laws across England and Wales, which means that late night take-aways and cafes will now need an authorisation to serve hot food or drink to the public on or from the premises between 11pm and 5am.

**Will Restaurants With A Special Hours Certificate Need To Include Late Night Refreshment In Their Premises Licences As A Separate Licensable Activity?**

Yes. There will be no equivalent of special hours certificates under the new licensing regime. A restaurant owner will need to apply for a premises licence to replace the existing permission from the magistrates. This will allow premises to provide, or continue to provide, alcohol with meals, and, depending on their preferred hours of opening, to provide hot food or hot drink between 11pm and 5am.

**Are Clubs That Possess A Club Premises Certificate Covered By The Provisions For Late Night Refreshment?**

Club premises certificates do not need to authorise the provision of late night refreshment by the club to members of the club, and their guests. This is because the supply of hot food or hot drink to members and guests of recognised clubs are exempt in the circumstances described above.

## Plans Of The Premises

Plans shall be drawn in a Scale of 1:100 unless the Council has previously agreed following a request made by the applicant (in writing) that an alternative scale is acceptable. Regulations approved by the Government state that plans should show:-

- The extent of the boundary of the building (if relevant), and any external and internal walls of the building and, if different, the perimeter of the premises;
- The ways in and out of the premises;
- The location of escape routes if different from the ways in and out;
- If the premises are to be used for more than one existing licensable activity, the area for each activity;
- Where alcohol is supplied the location(s) where alcohol is consumed;
- Any structure which may interfere with any persons use of exits or escape routes;
- If there is a stage or raised area, the location of these and their height from the floor;
- If there are any steps, stairs, elevators or lifts – their location;
- The location of any toilets;
- The location of any fire fighting equipment and any other safety equipment;
- The location of any kitchen

The plan may include a "key" which refers to the above by means of a symbol.

### Colour Coding Of Plans

In order that there is a consistent approach to the colouring of plans applicants are requested to comply with the following advice;

- The extent of the boundary of the building and any external and internal walls of the building and, if different, the perimeter or the premises to be **edged in black**
- The location of entrances, exits and escape routes to be **edged in green**
- Fire safety and other safety equipment to be indicated by a **red star**
- Licensing activities
  - a) Areas for supply of alcohol **edged in blue**
  - b) Areas for Provision of Regulated Entertainment **edged in orange**
  - c) Areas for Provision of Late Night Refreshment **edged in yellow**
- Fixed structures including furniture to be **hatched in brown**

## Personal Licences

The personal licence is separate from the premise licence, which authorises the premises to be used for the supply of alcohol or other licensable activities. The licences of individuals separately from the licensing of premises permits the movement of personal licence holders from one premises to another, allowing greater flexibility. It ends the current outdated regime where individuals are tied by licence to the premises where they work. The Act also provides the police and licensing authorities with powers to deal with errant personal licence holders.

A personal licence authorises its holder to supply alcohol from establishments with a premises licence authorising the supply of alcohol in accordance with the premises licence. An individual may hold only one personal licence at any one time.

Not every person retailing alcohol at premises licensed for that purpose needs to hold a personal licence, but every sale or supply of alcohol must be authorised by a licence holder.

Personal licences are valid for ten years unless surrendered or suspended or revoked or declared forfeit by the courts. Once granted, the licensing authority which issued the licence remains the "relevant authority" for it and its holder, even though the individual may move out of the area or take employment elsewhere. The personal licence itself will give details of the issuing licensing authority.

### The Application Process

The applicant must submit an application form to the relevant licensing authority. The form is available from our office or via our website at [www.tradingstandards.gov.uk/stockton](http://www.tradingstandards.gov.uk/stockton)

Applicants must provide details of any relevant or foreign offences of which they have been convicted. The licensing authority will then process the application.

A new application for a personal licence must:

- be aged 18 or over;
- possesses a licensing qualification accredited by the Secretary of State (or one which is certified as if it is such a qualification or is considered equivalent);
- not have forfeited a personal licence within five years of his application; and
  - a) the police have not issued an objection notice following notification of any unspent relevant offence or foreign offence; or
  - b) the police have issued an objection notice, but the licensing authority has not considered it necessary to reject the application on crime prevention grounds; and
  - c) have paid the appropriate fee to the licensing authority.

## **Criminal Record**

In order to substantiate whether or not an applicant has a conviction for an unspent relevant offence, all applicants (other than those exercising "grandfather rights" during the period of transition) will produce to the licensing authority either:

- a criminal record conviction certificate issued under Section 112 of the Police Act 1977(a)
- a criminal record certificate issued under Section 113A of the Police Act 1997 or
- the results of a subject access search under the Data Protection Act 1998(b) of the Police National Computer by the National Identification Service, and

in any case, such certificate or search result shall be issued no earlier than one calendar month before the giving of the application to the relevant licensing authority.

Applications forms for obtaining this certificate/subject access search are available from Cleveland Police ([www.cleveland.police.uk](http://www.cleveland.police.uk))

All applicants will also be expected to make a clear statement as to whether or not they have been convicted outside England and Wales of a relevant offence or an equivalent foreign offence.

If there are convictions for any relevant or foreign offence, the licensing authority will give a notice to the chief officer of police for the area. If the police make no objections within a 14 day period, the licence will be granted.

A comprehensive list of relevant offences can be found in at "Relevant Offences Under The Act"

## **Designated Premises Supervisor**

All premises licences authorising the supply of alcohol must have an identified personal licence holder known as the Designated Premises Supervisor.

This ensures there is always one specified individual who can be easily identified at a premises where a premises licence is in force. This person will be responsible for the day to day running of the premises. All supplies of alcohol under a premises licence must be made by or under the authority of a personal licence holder.

## **Subject Access Search Under The Data Protection Act 1998(b) Of The Police National Computer By The National Identification Service**

### **Evidence of Character**

Police Forces within the United Kingdom DO NOT issue 'Certificates of Good Conduct' or 'Police Clearance Certificates'. Nor do they provide other evidence of good character. It should therefore be noted that the exercise of your rights under the subject access provisions of the Data Protection Act would NOT provide you with a certificate of this nature.

### **Your Rights**

Subject to certain exemptions, you have a right to be told whether any information is held about you and a right to a copy of that information. The Chief Officer of Police will only give that information if he/she is satisfied of your identity. He/she does not have to give you any information identifying someone else, unless that person agrees. If you think that information might be held about you that may identify another person, you may want to get that person's agreement to you being given information and send it with your application.

### **The Chief Officer's Rights**

The Chief Officer of Police may deny access to information where the Act allows, but the main exemptions in relation to information held by the Police are where information is held for:

- The prevention or detection of crime
- The apprehension or prosecution of offenders

and giving you the information would be likely to prejudice any of these purposes.

### **Fee**

Payment must be to Cleveland Police Authority. Please check with the Police Authority for the current fee.

### **Proof of Identity**

To establish your identity you MUST produce copies of sufficient documentation to clearly prove your 'FULL NAME', 'DATE of BIRTH' and 'CURRENT ADDRESS'. This documentation should accompany your application.

A combination of the following documents may serve this purpose:

Passport, Driving Licence, Medical Card, Vehicle Registration, Birth/Adoption Certificate, Bank/Building Society Book, Pension/Benefit Book, Gas/Electric/Telephone Bill.

When you have completed the form send it together with the required documentation, fee, and a stamped self-addressed envelope, to:

Data Protection Officer (Dept SAR)  
Police Headquarters  
P.O. Box 70  
Ladgate Lane  
Middlesbrough  
TS8 9EH

Please note:

The full response to your request for this information will take a maximum of six weeks.

Should any advice or guidance be required in completing this application, please telephone Cleveland Police Headquarters, Data Control Unit, 01642 306818 [Monday - Friday 8am to 3pm]

## **Application Forms**

Application forms can be downloaded from [www.cleveland.police.uk](http://www.cleveland.police.uk)

There are two forms available to complete:

Please note that anyone submitting the form CO1-50a (local system search) must also complete the form C01-50 in order to provide all their personal information. It is not a form that can be completed in isolation.

C01-50: Application for Prosecution/Conviction History from the Police National Computer. Details of Prosecutions, Convictions and Cautions

C01-50a: Application for Access to Information held by Cleveland Police (other than Police National Computer, Prosecutions, Convictions and Cautions)

An alternative approach is for applicants to contact CRB in Scotland, which checks the UK police records, telephone: 0870 609 6006

## Personal Licences Relevant Offences Under The Act

### **An offence under this Act**

#### **An offence under any of the following enactments**

- a) Schedule 12 to the London Government Act 1963 (c.33) (public entertainment licensing);
- b) The Licensing Act 1964 (c. 26);
- c) The Private Places of Entertainment (Licensing) Act 1967 (c.19);
- d) Section 13 of the Theatres Act 1968 (c. 54);
- e) The Late Night Refreshment Houses Act 1969 (c. 53);
- f) Section 6 of, or Schedule 1 to, the Local Government (Miscellaneous Provisions) Act 1982 (c. 30);
- g) The Licensing (Occasional permissions )Act 1983 (c. 24);
- i) The Cinemas Act 1985 (c. 13);

#### **An Offence Under The Firearms Act 1968 (c. 27).**

#### **An Offence Under Any Of The Following Provision S Of The Theft Act 1968 (c. 60)**

- a) Section 1 (theft);
- b) Section 8 (robbery);
- c) Section 9 (burglary);
- d) Section 10 (aggravated burglary);
- e) Section 11 (removal of articles from places open to the public);
- f) Section 12A (aggravated vehicle-taking), in circumstances where subsection (2)(b) of that section applies and the accident caused the death of any person;
- g) Section 13 (abstracting of electricity);
- h) Section 15 (obtaining property by deception);
- i) Section 15A (obtaining a money transfer by deception);
- j) Section 16 (obtaining pecuniary advantage by deception);
- k) Section 17 (false accounting);
- l) Section 19 (false statements by company director etc.);
- m) Section 20 (suppression, etc. of documents);
- n) Section 21 (blackmail);
- o) Section 22 (handling stolen goods);
- p) Section 24A (dishonestly retaining a wrongful credit);
- q) Section 25 (going equipped for stealing etc.).

#### **An Offence Under Section 7(2) Of The Gaming Act 1968 (c. 65) (Allowing Child To Take Part In Gaming On Premises Licensed For The Sale Of Alcohol).**

**An Offence Under Any Of The Following Provisions Of The Misuse Of Drugs Act 1971**  
(c. 38)

- a) Section 4(2) (production of a controlled drug);
- b) Section 4(3) (supply of a controlled drug);
- c) Section 5(3) (possession of a controlled drug with intent to supply);
- d) Section 8 (permitting activities to take place on premises).

**An Offence Under Either Of The Following Provisions Of The Theft Act 1978** (c. 31)

- a) Section 1 (obtaining services by deception);
- b) Section 2 (evasion of liability by deception).

**An Offence Under Either Of The Following Provisions Of The Customs And Excise Management Act 1979** (c. 2)

- a) Section 170 (disregarding subsection (1)(a) (fraudulent evasion of duty etc.);
- b) Section 170B (taking preparatory steps for evasion of duty).

**An Offence Under Either Of The Following Provisions Of The Tobacco Products Duty Act 1979** (c. 7)

- a) Section 8G (possession and sale of unmarked tobacco);
- b) Section 8H (use of premises for sale of unmarked tobacco).

**An Offence Under The Forgery And Counterfeiting Act 1981** (c. 45) (Other Than On Offence Under Section 18 Or 19 Of That Act).

**An Offence Under The Firearms (Amendment) Act 1988** (c. 45).

**An Offence Under Any Of The Following Provision Of The Copyright , Designs And Patents Act 1988** (c. 48)

- a) Section 107(1)(d)(iii) (public exhibition in the course of a business of article infringing copyright);
- b) Section 107(3) (infringement of copyright by public performance of work etc.);
- c) Section 198(2) (broadcast etc. of recording of performance made without sufficient consent);
- d) Section 297(1) (fraudulent reception of transmission);
- e) Section 297A 1) (supply etc. of unauthorised decoder).

**Any Offence Under Any Of The Following Provisions Of The Road Traffic Act 1988** (c. 52)

- a) Section 3A (causing death by careless driving while under the influence of drink or drugs);
- b) Section 4 (driving etc. a vehicle when under the influence of drink or drugs);
- c) Section 5 (driving etc. a vehicle with alcohol concentration above proscribed limit).

**An Offence Under Either Of The Following Provisions Of The Food Safety Act 1990 (c. 16) In Circumstances Where The Food In Question Is Or Includes Alcohol**

- a) Section 14 (selling food or drink not of the nature, substance or quality demanded);
- b) Section 15 (falsely describing or presenting food or drink).

**An Offence Under Section 92(1) Or (2) Of The Trade Marks Act 1994 (c. 26) (Unauthorised Use Of Trade Mark, Etc. In Relation To Goods) In Circumstances Where The Goods In Question Are Or Include Alcohol.**

**An Offence Under The Firearms (Amendment) Act 1997 (c. 5)**

**A Sexual Offence, Within The Meaning Of Section 16(2) Of The Powers Of Criminal Courts (Sentencing) Act 2000 (c. 6)**

**A Violent Offence, Within The Meaning Of Section 161(3) Of That Act.**

**An Offence Under Section 3 Of The Private Security Industry Act 2001 (c. 12) (Engaging In Certain Activities Relating To Security Without A Licence).**

**An Offence Under Section 1 Of The Trade Descriptions Act 1968 (C.29) (False Trade Description Of Goods) In Circumstances Where The Goods In Question Are Or Include Alcohol.**

## Guidance on Temporary Event Notices

The Law states that you must normally give at least 10 working days notice of a Temporary Event. This does not include the day of the event or the day the notice is received by the Licensing Authority. If you fail to comply with this timescale, the notice will be rejected and you will be unable to proceed with the event.

It is recommended that you ensure that your intended event meets the qualifying criteria for a TEN BEFORE you apply, as a refund of the statutory fee will not be given if your event cannot be authorised under TEN arrangements.

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### General Information About Temporary Event Notices (TEN's):

Temporary Event Notices (TEN's) have replaced temporary permissions or occasional licences for events that require authorisation.

A TEN is the authorisation required for the temporary carrying on of either the sale or supply of alcohol, the provision of regulated entertainment or late night refreshment, (or any combination of these Licensable Activities), at premises that do NOT hold an authorisation under the Licensing Act 2003 to conduct such activities.

The system for TEN's involves the notification of an event, by the premises user, to the Licensing Authority, Cleveland Police and the Environmental Health Department. The event must be notified to the Licensing Authority, the Police and the Environment Health Department with a minimum of 10 working days before the intended event and preferably at least 28 days beforehand. Late notices can be given no later than 5 working days but no earlier than 9 working days before the event. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

It should be noted that the giving of a TEN does not relieve the premises user from compliance with any planning requirements or obtaining appropriate planning consents (where required), nor is the premises user exempt from other legislative requirements (regarding health and safety, noise pollution, building of temporary structures etc).

It should also be noted by the premises user that section 145 of the Licensing Act 2003 restricts the access of children to premises being used under the authorisation of a TEN in certain circumstances. Non-compliance would constitute a criminal offence, and it is the responsibility of the premises user to ensure that all relevant legislation is complied with.

A TEN may be given for a premises already holding a premises licence or club premises certificate, where the temporary event seeks to put on an event involving licensable activities, or hours, not covered by the existing licence. Examples of this situation could be:

- i. A premises user wants to put on a temporary event involving live music in a pub, which only has a premises licence authorising the supply of alcohol.
- ii. A village hall holding a premises licence for sale of alcohol until midnight wishes to put on a temporary event where the sale of alcohol is extended until 2am.
- iii. A qualifying club holding a club premises certificate, authorising supply of alcohol to members and their guests only, seeks to put on a temporary event at the club to allow the public to attend and be sold alcohol as well as providing regulated entertainment.

### Who Can Give A TEN?

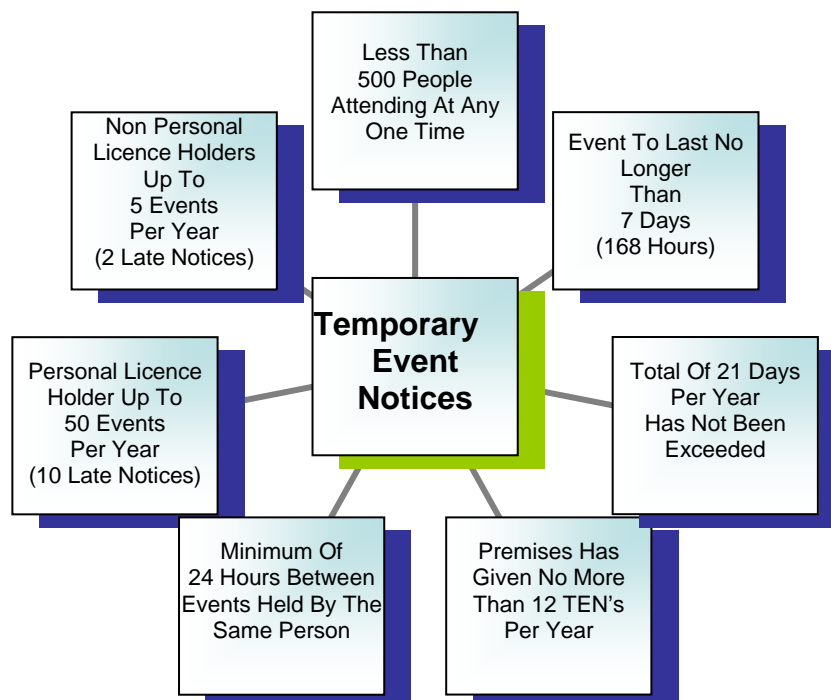
The premises user for the event in question. This individual could be liable to prosecution if the statutory requirements for TENs were not observed

A personal licence holder may give a maximum of 50 (fifty) TEN's per calendar year, whilst any individual (aged 18 or over) who does not hold a personal licence is restricted to a maximum of 5 (five) TEN's per calendar year. The number of times a person may give a late temporary event notice is 10 times per year for a personal licence holder and 2 times per year for non personal licence holders.

A notice is treated as being from the same premises user if it is given by a spouse, close family member or agent / employee.

The premises user must ensure that they are familiar with relevant offences under licensing law, including laws governing sale of alcohol to minors or a person who is drunk.

### Criteria To Qualify For A TEN



- The event cannot last longer than 7 days (168 hours)
- Event cannot be attended by more than 499 persons at any one time
- There must be a gap of at least 24 hours between events held by the same person
- A single premise can only host a maximum of 12 TEN events per calendar year
- A single premise may not be used for more than 21 days per calendar year
- A premise user, or their associate(s) must observe the personal limits for submission of TEN's

**If the proposed event falls outside these limitations then a full premises licence may be required. Please contact a Licensing Officer to discuss.**

### **Who Can Object To A TEN?**

The Police and Environmental Health have 3 working days from being notified to issue an objection notice; if they believe holding the event would undermine licensing objectives.

If the Police and/or Environmental Health object then this will generate a hearing of the Licensing sub-committee

Premises users are encouraged to contact the Licensing Team at the earliest opportunity concerning their proposals before submitting a TEN.

The Police and/or Environmental Health may withdraw an objection they have made, or can reach an agreement with the premises user to modify the TEN, and thus avoid a hearing.

If there is no objection to the event from the Police or Environment Health then the Licensing Authority will simply issue an acknowledgement to the premises user.

The Police and/or Environmental Health also have powers to close down events with no notice on grounds of disorder, the likelihood of disorder or because of noise nuisance emanating from the premises.

The Licensing Authority may also serve a counter-notice to any TEN submitted if the qualifying criteria for TEN's are not met.

### **Contact Details:**

The contact details for Cleveland Police and Environmental Health are shown below. You send ONE copy to the Police. ONE copy to Environmental Health and TWO to the Licensing Authority:

Cleveland Police  
Stockton Divisional Police Office  
Licensing Unit,  
Thistle Green  
Stockton on Tees  
TS18 1TZ

FAO Stephanie Landles  
Environmental Health Department  
Stockton on Tees Borough Council  
PO Box 232, 16 Church Road  
Stockton on Tees  
TS18 1XD

## Important Information

The endorsed Temporary Event Notice form acts as the Temporary Event Notice authorisation.

### Duty to keep and produce temporary event notice

The premises user must either—

- (a) secure that a copy of the temporary event notice is prominently displayed at the premises, or
- (b) secure that the temporary event notice is kept at the premises in—
  - (i) his custody, or
  - (ii) in the custody of a person who is present and working at the premises and whom he has nominated for the purposes of this section,

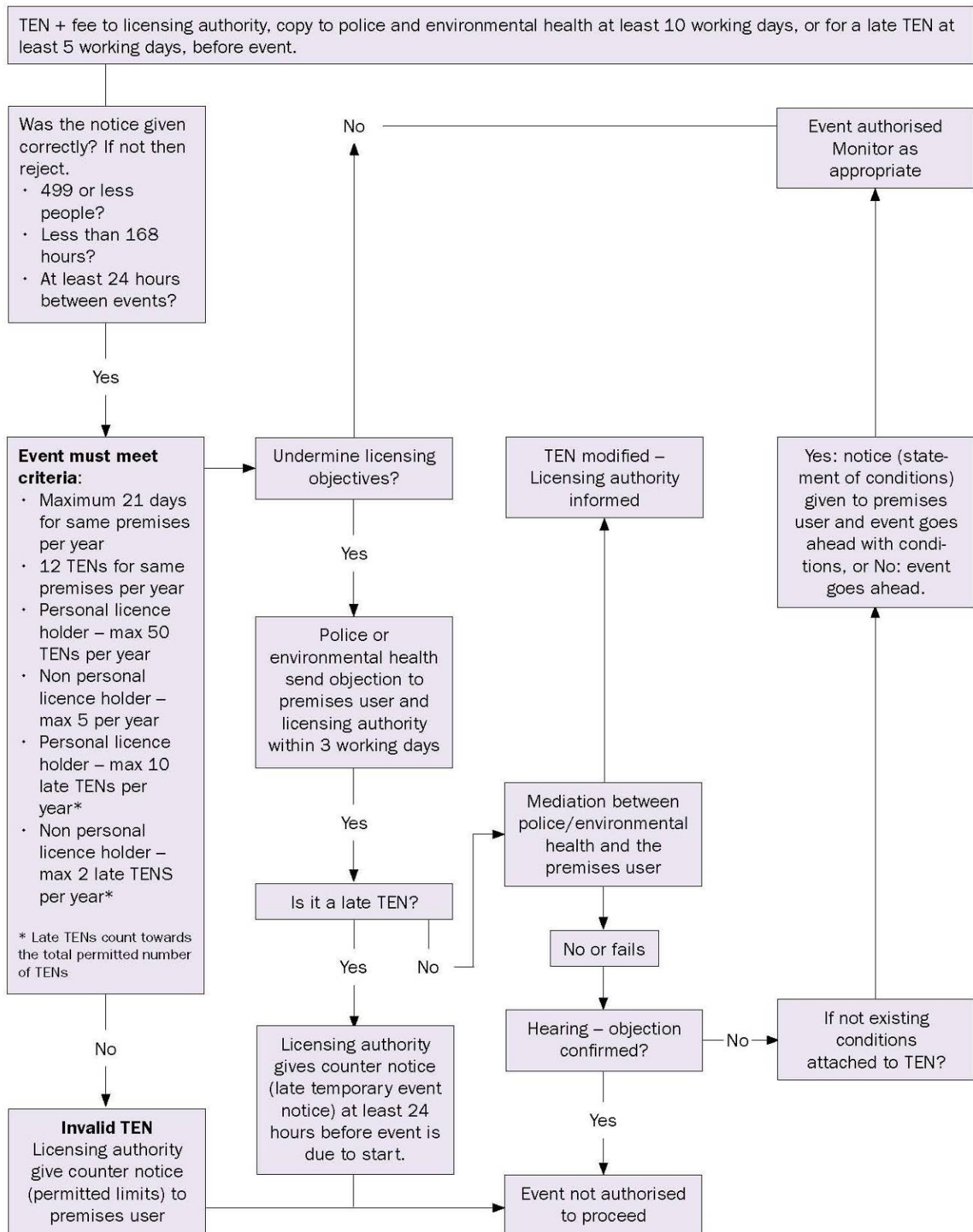
and where the temporary event notice is in the custody of a person so nominated, secure that a notice specifying that fact and the position held at the premises by that person is prominently displayed at the premises.

Where the temporary event notice is not displayed as mentioned in (a) above, and no notice is displayed as mentioned in (b) above a constable or authorised officer may require the premises user to produce the temporary event notice for examination.

Where a notice is displayed as mentioned in (b) above, a constable or authorised officer may require the person specified in that notice to produce the temporary event notice for examination.

A person commits an offence if he fails, without reasonable excuse, to produce a temporary event notice in accordance with the requirements above.

## TENS FLOW DIAGRAM



Please note: This document has been drafted for general guidance only and does not constitute legal advice. The Authority accepts no liability for any error or omission. The information and requirements contained herein may be subject to change at any time.

## Temporary Event Notices (TEN's) - Checklist

- You need to serve four copies of your notice - two to the Licensing Authority, one to Cleveland Police and one to Environmental Health.
- You must serve your notice a minimum of 10 working days before the date of your intended event and preferable 28 days beforehand.
- Late notices can be given no later than 5 working days but no earlier than 9 working days before the event. (Personal licence holders may serve 10 late notices per year, non personal licence holders may serve 2 late notices per year)
- The postal details of where you need to give your notice are as follows:

Two Copies to:

Trading Standards & Licensing, PO Box 232, 16 Church Road,  
Stockton on Tees. TS18 1XD.

One copy to:

Stockton Divisional Police Office, Licensing Unit, Thistle Green,  
Stockton on Tees. TS18 1TZ

One copy to:

Environmental Health Department, FAO Stephanie Landles, PO Box 232,  
16 Church Road, Stockton on Tees TS18 1XD

- The fee payable for your Temporary Event Notice is £21, and should be sent to the Licensing Authority with your Notice. The cheque should be payable to 'Stockton on Tees Borough Council'.
- A TEN must be given by an individual as the 'premises user', and NOT an organisation, club or business.
- Please ensure that your planned event meets the requirements to give a TEN. Refunds will not be given.
- The premises user must ensure that they are aware of, and comply with, all relevant legislative requirements or responsibilities (such as Health and Safety and Planning legislation). If in doubt please contact the relevant responsible authority in advance of submitting your TEN.
- The Licensing Act 2003 contains various offences, and section 145 of the Act restricts the access of persons under 16 to premises carrying on certain activities. The 'premises user' must ensure that they are familiar with these provisions and could face prosecution for non-compliance. Please refer to the notes section of the Notice for further information. If in any doubt, seek advice.

- Where a TEN authorises the supply of alcohol, it shall be subject to a mandatory condition that all supplies must be made by or under the authority of the named 'premises user'. Any breach of this condition would render the 'premises user' liable to prosecution.
- Once authorised by the Licensing Authority, the Notice must be prominently displayed at the premises or else kept in the custody of the 'premises user' or another nominated person. Please refer to the notes section of the Notice for further information.
- If you are in any doubt over whether an activity is licensable or not, then please contact a Licensing Officer for advice.
- If the premises is situated in two Licensing Authority areas (for example a field or building crossing a district council boundary), you will need to serve two copies of your TEN on each Licensing Authority, and a further copy to the second Police Authority, if applicable. You would need to receive an acknowledgement from both Licensing Authorities before the event could go ahead.
- It is strongly recommended that you read, and ensure that you understand, the content of the notes pages at the end of the Notice form prior to completion and submission of your TEN.

## Contact Details For Responsible Authorities

Your Original Application Form should be forwarded to Licensing Administration at the address above. Please send copies of your application form to the following responsible authorities.

Responsible Authority	Name	Contact Details
Environmental Health	Colin Snowdon	Health & Environment Manager Stockton on Tees Borough Council PO Box 232, 16 Church Road Stockton on Tees TS18 1XD Telephone: (01642) 526555 e-mail: <a href="mailto:colin.snowdon@stockton.gov.uk">colin.snowdon@stockton.gov.uk</a>
Cleveland Police	Keith Daley	Divisional Licensing Unit Stockton Police Station Thistle Green Stockton on Tees. TS18 1TZ Telephone: (01642) 302360 Fax: (01642) 302260 e-mail: <a href="mailto:stockton.licensing@cleveland.pnn.police.uk">stockton.licensing@cleveland.pnn.police.uk</a>
Cleveland Fire Service	Fire Safety Division	Cleveland Fire Brigade Fire Safety Division Endeavour House Stockton Road Hartlepool. TS25 5TB Telephone: (01429) 872311 e-mail: <a href="mailto:hpfs@clevelandfire.gov.uk">hpfs@clevelandfire.gov.uk</a>
Protection of Children From Harm	First Contact Officer	First Contact Unit Health & Social Care Advice Centre Tithebarn House High Newham Road Stockton on Tees TS19 8RH Telephone: (01642) 527664 e-mail: <a href="mailto:first.contact@stockton.gov.uk">first.contact@stockton.gov.uk</a>
Planning	Barry Jackson	Planning Manager Stockton on Tees Borough Council Planning & Environment Municipal Buildings Church Road, Stockton on Tees TS18 1LD Telephone: (01642) 526066 e-mail: <a href="mailto:barry.jackson@stockton.gov.uk">barry.jackson@stockton.gov.uk</a>
Trading Standards	Lorraine Wilford	Principal Trading Standards Officer Stockton on Tees Borough Council PO Box 232, 16 Church Road Stockton on Tees TS18 1XD Telephone: (01642) 526560 e-mail: <a href="mailto:lorraine.wilford@stockton.gov.uk">lorraine.wilford@stockton.gov.uk</a>
Primary Care Trust (PCT)	Peter Kelly	Executive Director of Public Health NHS Tees Redheugh House Teesdale South, Thornaby Place Thornaby Stockton on Tees TS17 6SG e-mail: <a href="mailto:peter.kelly@stockton.gov.uk">peter.kelly@stockton.gov.uk</a>